



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

|   |                             |                   |
|---|-----------------------------|-------------------|
| <u>Date:</u> 5/18/18  | <u>Interviewer:</u> SGS, LB | <b>RFA #18-51</b> |
| <u>Name of Person(s) Requesting Assistance:</u> [REDACTED]                                    |                             |                   |
| <u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]                                  |                             |                   |
| <u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Staff         |                             |                   |
| <u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] |                             |                   |
|   |                             |                   |

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female x    Administrator ☐    Faculty ☐    Staff x    Student ☐  
 Concern Regarding:    Male x    Female ☐    Administrator ☐    Faculty ☐    Staff x    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| x Sex/Gender   | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

| Time Line |  |   |
|-----------|--|---|
| Date      | Item   | Comments  |
| 5/18/18   | [REDACTED] emails L.K. Langley sharing concerns of possible sex discrimination from supervisor |   |
| 5/22/18   | L.K. Langley emails [REDACTED]   | LKL thanks [REDACTED] for her email and indicates they will check with SGS about scheduling an appointment.   |
| 5/23/18   | L.K. Langley emails [REDACTED]   | LKL confirms that SGS and LB would like to schedule an appointment with [REDACTED] for the following week.  |
| 5/30/18   | LB meet with [REDACTED]  | LB explains the EO Office Resolution processes, "Protocol," including differences between the informal resolution process and filing a formal discrimination complaint. LB also discusses the EO Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated she did not want to file a formal complaint and that she wanted an informal resolution |

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|         |   | <p>■■■■ explained that she has worked in ■■■■ since August 2011, and issues started to arise fall 2015 when her current supervisor ■■■■ started working with her. ■■■■ believes that ■■■■ bullies her, and she believes that no matter what she does it is not good enough. She said she he does not look her in the eyes when they communicate. He is short with his words, and she does not feel kindness in his voice</p> <p>■■■■ explained that June 2017, ■■■■ asked her to write out personal achievement goals for the year. She wrote: (1) learn new communication skills; and (2) work on controlling her "hot bottoms." She explained that hot bottoms are things that triggers her adversely. And she wants to controls those emotions. ■■■■ said ■■■■ turned those personal goals into expectations for the next year. And he wrote those expectations in his performance evaluation. ■■■■ does not believe it was fair that her personal achievement goals were turned into expectations for her performance evaluation.</p> <p>In addition, she explained that before ■■■■ started supervising her, she used to go to the once a month ■■■■ meeting. And after ■■■■ started, he told her it was not necessary for her to go to the meetings anymore.</p> <p>■■■■ said this morning, her staff was having a group conversation, and she made a comment about ■■■■. ■■■■ said "No that is not right." And then ■■■■ repeating the same point ■■■■ made in a different way. ■■■■ believes that when she says something, it not good enough until he verifies it.</p> <p>■■■■ said she has utilized the Employee Assistance Program, she talked to the counselor three times about this issues. And January 2016 ■■■■ explained that she and the former director ■■■■ met Dennis Dechesl about her concerns with ■■■■. Dennis told her to that the relationship was new and it probably just needed more time.</p> <p>■■■■ indicated that summer 2016, they were scheduled to go to a ■■■■ meeting. She left for the meeting early, and when ■■■■ arrived, he came in and slammed his folder on the table and, said "Why didn't you wait for me." ■■■■ was upset that ■■■■ did this.</p> <p>■■■■ does not know if ■■■■ actions are based on a characteristics. She expressed that she cannot point to any reasons that would indicate his actions were based on a protected characteristic. She feels belittle, and wants she to feels trust and respected at work. She wants to enjoy coming to work, and does not want to spend the day stress out</p> <p>LB explained to ■■■■ that this may be an HR issue, because It does not appear ■■■■ actions were based on a protected characteristic. LB told ■■■■ that he will consult with SGS and follow-up with her.</p> |
| 5/31/18 | ■■■■ emailed LB   | ■■■■ had a questions about EOO's role protective characteristic.  |
| 6/5/18  | LB emailed ■■■■ and requested some time when she would be available for a phone call. | <p>LB wanted to inform ■■■■ that after consulting with SGS, HR would be the appropriate office to handle her concerns because based on the information she shared with LB, it does not appear ■■■■ actions were based on a protected characteristic.</p> <p>■■■■ did not respond.</p>   |

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| 6/12/18 | LB called and emailed [REDACTED]  | LB asked [REDACTED] when is a good time to call her today to follow up.                                   |
| 6/12/18 | [REDACTED] emailed LB   | [REDACTED] told LB she was at [REDACTED] all day today with her supervisor.                               |
| 6/19/18 | LB emailed and called [REDACTED]  | LB asked [REDACTED] is there a good time to call her tomorrow or Thursday?<br>[REDACTED] did not respond. |
| 6/25/18 | LB called [REDACTED] to follow-up and left a voicemail asking [REDACTED] to call LB | [REDACTED] did not respond.   |
| 7/2/18  | [REDACTED] emailed LB   | [REDACTED] apologized, and said she was on vacation. [REDACTED] also said she would try to call LB.       |